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Special Planning Assistant to the DD/S

28 September 1961

CIA Records Administration Officer

Records Administration Staff Report of 1 April to
30 September 1961 for the Hull Committee

1. Continued emphasis on providing cheaper records storage facilities in the office resulted in eighteen new equipment installations. As a result, storage costs per cubic foot of records were cut from \$54.00 to \$4.00, and there was a \$37,000 savings. Another \$51,000 was saved by cancellation of a procurement order for new safe files.

2. Surveys conducted by Staff personnel were significant in strengthening the overall Records Program. One survey in the Office of Security resulted in the acceptance of a substantial number of recommendations. Two of the principal recommendations were:

a. Replacement of obsolete filing equipment and modification of the procedures pertaining to the use of over one and one-quarter million cards.

b. Appointment of a qualified full-time Records Officer.

3. The training of Agency personnel in the scope and depth of Records Management has been stressed, by a positive approach through a series of training classes presented to more than 325 Agency employees. Training of component Records Officers was accelerated through more frequent formal meetings.

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1 - RMS

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